

Searching in GAP

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There are three ways to search in GAP: by Student, by Appointment, and by Cost Object.

Searching by Student



1. Search for (a) student(s) by using one or more of the fields on the *Student Details* tab.
2. First, select the **Student Course**. This field will default to your primary department, but you may choose another course from the dropdown menu if desired. (Course Option is optional.)
3. Adjust the **Aid Year** and **Period** if needed.
4. **To locate a particular student**, enter either the student's MIT ID or their name and click Search. TIP: Entering a portion of a name will return all matching results; e.g. entering "Mar" will return any student with those three letters beginning their first or last name. Wildcards are not recognized.
OR
To find a list of students, use the Advisor/Supervisor fields if desired. Choose whether you want to see all students, or only those with/without appointments, and then click **Search**. TIP: Advisors to be searched will only be those listed with the Registrar.
5. Results display below the search fields.



If you are unable to find a student, it may be they are not eligible for an appointment for the term you selected

Searching by Appointment



1. Search for appointment(s) by using one or more of the search fields on the *Appointment Details* tab.
If you are searching for a particular appointment and **know the appointment number**, just enter that into the **Appointment Number** field.
If you **do not know the appointment number**, search using one or more of the other fields. Not all fields need to be entered.
2. Be sure to adjust the Aid Year and Term if needed before clicking **Search**.
3. Results display below the search fields.

Searching by Cost Object



1. Adjust the **Aid Year** and **Period** if needed.
2. Enter the search criteria into the other fields. Not all fields need to be entered. Click **Search**.
3. Results display below the search fields

Viewing/Working with the Search Results

There are two views, *View by Student* and *View by Appointment*.

View by Student

Company Budget - Sales Department												
As of: 11/30/2018												
DATE	DESCRIPTION	AMOUNT	CHECK NO.	DEBIT	CREDIT	BALANCE	DATE	DESCRIPTION	AMOUNT	CHECK NO.	DEBIT	CREDIT
11/1/2018	OPENING BALANCE			0.00	0.00	0.00	11/1/2018	OPENING BALANCE			0.00	0.00
11/5/2018	PAYROLL	50.00		50.00		50.00	11/5/2018	PAYROLL	50.00		50.00	
11/10/2018	RECEIVED		101		50.00	0.00	11/10/2018	RECEIVED		101		50.00
11/15/2018	PAYROLL	50.00		50.00		50.00	11/15/2018	PAYROLL	50.00		50.00	
11/20/2018	RECEIVED		102		50.00	0.00	11/20/2018	RECEIVED		102		50.00
11/25/2018	PAYROLL	50.00		50.00		50.00	11/25/2018	PAYROLL	50.00		50.00	
11/30/2018	RECEIVED		103		50.00	0.00	11/30/2018	RECEIVED		103		50.00
12/5/2018	PAYROLL	50.00		50.00		50.00	12/5/2018	PAYROLL	50.00		50.00	
12/10/2018	RECEIVED		104		50.00	0.00	12/10/2018	RECEIVED		104		50.00
12/15/2018	PAYROLL	50.00		50.00		50.00	12/15/2018	PAYROLL	50.00		50.00	
12/20/2018	RECEIVED		105		50.00	0.00	12/20/2018	RECEIVED		105		50.00
12/25/2018	PAYROLL	50.00		50.00		50.00	12/25/2018	PAYROLL	50.00		50.00	
12/30/2018	RECEIVED		106		50.00	0.00	12/30/2018	RECEIVED		106		50.00
1/5/2019	PAYROLL	50.00		50.00		50.00	1/5/2019	PAYROLL	50.00		50.00	
1/10/2019	RECEIVED		107		50.00	0.00	1/10/2019	RECEIVED		107		50.00
1/15/2019	PAYROLL	50.00		50.00		50.00	1/15/2019	PAYROLL	50.00		50.00	
1/20/2019	RECEIVED		108		50.00	0.00	1/20/2019	RECEIVED		108		50.00
1/25/2019	PAYROLL	50.00		50.00		50.00	1/25/2019	PAYROLL	50.00		50.00	
1/30/2019	RECEIVED		109		50.00	0.00	1/30/2019	RECEIVED		109		50.00
2/5/2019	PAYROLL	50.00		50.00		50.00	2/5/2019	PAYROLL	50.00		50.00	
2/10/2019	RECEIVED		110		50.00	0.00	2/10/2019	RECEIVED		110		50.00
2/15/2019	PAYROLL	50.00		50.00		50.00	2/15/2019	PAYROLL	50.00		50.00	
2/20/2019	RECEIVED		111		50.00	0.00	2/20/2019	RECEIVED		111		50.00
2/25/2019	PAYROLL	50.00		50.00		50.00	2/25/2019	PAYROLL	50.00		50.00	
2/28/2019	RECEIVED		112		50.00	0.00	2/28/2019	RECEIVED		112		50.00
3/5/2019	PAYROLL	50.00		50.00		50.00	3/5/2019	PAYROLL	50.00		50.00	
3/10/2019	RECEIVED		113		50.00	0.00	3/10/2019	RECEIVED		113		50.00
3/15/2019	PAYROLL	50.00		50.00		50.00	3/15/2019	PAYROLL	50.00		50.00	
3/20/2019	RECEIVED		114		50.00	0.00	3/20/2019	RECEIVED		114		50.00
3/25/2019	PAYROLL	50.00		50.00		50.00	3/25/2019	PAYROLL	50.00		50.00	
3/30/2019	RECEIVED		115		50.00	0.00	3/30/2019	RECEIVED		115		50.00
4/5/2019	PAYROLL	50.00		50.00		50.00	4/5/2019	PAYROLL	50.00		50.00	
4/10/2019	RECEIVED		116		50.00	0.00	4/10/2019	RECEIVED		116		50.00
4/15/2019	PAYROLL	50.00		50.00		50.00	4/15/2019	PAYROLL	50.00		50.00	
4/20/2019	RECEIVED		117		50.00	0.00	4/20/2019	RECEIVED		117		50.00
4/25/2019	PAYROLL	50.00		50.00		50.00	4/25/2019	PAYROLL	50.00		50.00	
4/30/2019	RECEIVED		118		50.00	0.00	4/30/2019	RECEIVED		118		50.00
5/5/2019	PAYROLL	50.00		50.00		50.00	5/5/2019	PAYROLL	50.00		50.00	
5/10/2019	RECEIVED		119		50.00	0.00	5/10/2019	RECEIVED		119		50.00
5/15/2019	PAYROLL	50.00		50.00		50.00	5/15/2019	PAYROLL	50.00		50.00	
5/20/2019	RECEIVED		120		50.00	0.00	5/20/2019	RECEIVED		120		50.00
5/25/2019	PAYROLL	50.00		50.00		50.00	5/25/2019	PAYROLL	50.00		50.00	
5/30/2019	RECEIVED		121		50.00	0.00	5/30/2019	RECEIVED		121		50.00
6/5/2019	PAYROLL	50.00		50.00		50.00	6/5/2019	PAYROLL	50.00		50.00	
6/10/2019	RECEIVED		122		50.00	0.00	6/10/2019	RECEIVED		122		50.00
6/15/2019	PAYROLL	50.00		50.00		50.00	6/15/2019	PAYROLL	50.00		50.00	
6/20/2019	RECEIVED		123		50.00	0.00	6/20/2019	RECEIVED		123		50.00
6/25/2019	PAYROLL	50.00		50.00		50.00	6/25/2019	PAYROLL	50.00		50.00	
6/30/2019	RECEIVED		124		50.00	0.00	6/30/2019	RECEIVED		124		50.00
7/5/2019	PAYROLL	50.00		50.00		50.00	7/5/2019	PAYROLL	50.00		50.00	
7/10/2019	RECEIVED		125		50.00	0.00	7/10/2019	RECEIVED		125		50.00
7/15/2019	PAYROLL	50.00		50.00		50.00	7/15/2019	PAYROLL	50.00		50.00	
7/20/2019	RECEIVED		126		50.00	0.00	7/20/2019	RECEIVED		126		50.00
7/25/2019	PAYROLL	50.00		50.00		50.00	7/25/2019	PAYROLL	50.00		50.00	
7/30/2019	RECEIVED		127		50.00	0.00	7/30/2019	RECEIVED		127		50.00
8/5/2019	PAYROLL	50.00		50.00		50.00	8/5/2019	PAYROLL	50.00		50.00	
8/10/2019	RECEIVED		128		50.00	0.00	8/10/2019	RECEIVED		128		50.00
8/15/2019	PAYROLL	50.00		50.00		50.00	8/15/2019	PAYROLL	50.00		50.00	
8/20/2019	RECEIVED		129		50.00	0.00	8/20/2019	RECEIVED		129		50.00
8/25/2019	PAYROLL	50.00		50.00		50.00	8/25/2019	PAYROLL	50.00		50.00	
8/30/2019	RECEIVED		130		50.00	0.00	8/30/2019	RECEIVED		130		50.00
9/5/2019	PAYROLL	50.00		50.00		50.00	9/5/2019	PAYROLL	50.00		50.00	
9/10/2019	RECEIVED		131		50.00	0.00	9/10/2019	RECEIVED		131		50.00
9/15/2019	PAYROLL	50.00		50.00		50.00	9/15/2019	PAYROLL	50.00		50.00	
9/20/2019	RECEIVED		132		50.00	0.00	9/20/2019	RECEIVED		132		50.00
9/25/2019	PAYROLL	50.00		50.00		50.00	9/25/2019	PAYROLL	50.00		50.00	
9/30/2019	RECEIVED		133		50.00	0.00	9/30/2019	RECEIVED		133		50.00
10/5/2019	PAYROLL	50.00		50.00		50.00	10/5/2019	PAYROLL	50.00		50.00	
10/10/2019	RECEIVED		134		50.00	0.00	10/10/2019	RECEIVED		134		50.00
10/15/2019	PAYROLL	50.00		50.00		50.00	10/15/2019	PAYROLL	50.00		50.00	
10/20/2019	RECEIVED		135		50.00	0.00	10/20/2019	RECEIVED		135		50.00
10/25/2019	PAYROLL	50.00		50.00		50.00	10/25/2019	PAYROLL	50.00		50.00	
10/30/2019	RECEIVED		136		50.00	0.00	10/30/2019	RECEIVED		136		50.00
11/5/2019	PAYROLL	50.00		50.00		50.00	11/5/2019	PAYROLL	50.00		50.00	
11/10/2019	RECEIVED		137		50.00	0.00	11/10/2019	RECEIVED		137		50.00
11/15/2019	PAYROLL	50.00		50.00		50.00	11/15/2019	PAYROLL	50.00		50.00	
11/20/2019	RECEIVED		138		50.00	0.00	11/20/2019	RECEIVED		138		50.00
11/25/2019	PAYROLL	50.00		50.00		50.00	11/25/2019	PAYROLL	50.00		50.00	
11/30/2019	RECEIVED		139		50.00	0.00	11/30/2019	RECEIVED		139		50.00
12/5/2019	PAYROLL	50.00		50.00		50.00	12/5/2019	PAYROLL	50.00		50.00	
12/10/2019	RECEIVED		140		50.00	0.00	12/10/2019	RECEIVED		140		50.00
12/15/2019	PAYROLL	50.00		50.00		50.00	12/15/2019	PAYROLL	50.00		50.00	
12/20/2019	RECEIVED		141		50.00	0.00	12/20/2019	RECEIVED		141		50.00
12/25/2019	PAYROLL	50.00		50.00		50.00	12/25/2019	PAYROLL	50.00		50.00	
12/30/2019	RECEIVED		142		50.00	0.00	12/30/2019	RECEIVED		142		50.00
1/5/2020	PAYROLL	50.00		50.00		50.00	1/5/2020	PAYROLL	50.00		50.00	
1/10/2020	RECEIVED		143		50.00	0.00	1/10/2020	RECEIVED		143		50.00
1/15/2020	PAYROLL	50.00		50.00		50.00	1/15/2020	PAYROLL	50.00		50.00	
1/20/2020	RECEIVED		144		50.00	0.00	1/20/2020	RECEIVED		144		50.00
1/25/2020	PAYROLL	50.00		50.00		50.00	1/25/2020	PAYROLL	50.00		50.00	
1/30/2020	RECEIVED		145		50.00	0.00	1/30/2020	RECEIVED		145		50.00
2/5/2020	PAYROLL	50.00		50.00		50.00	2/5/2020	PAYROLL	50.00		50.00	
2/10/2020	RECEIVED		146		50.00	0.00	2/10/2020	RECEIVED		146		50.00
2/15/2020	PAYROLL	50.00		50.00		50.00	2/15/2020	PAYROLL	50.00		50.00	
2/20/2020	RECEIVED		147		50.00	0.00	2/20/2020	RECEIVED		147		50.00
2/25/2020	PAYROLL	50.00		50.00		50.00	2/25/2020	PAYROLL	50.00		50.00	
2/28/2020	RECEIVED		148		50.00	0.00	2/28/2020	RECEIVED		148		50.00
3/5/2020	PAYROLL	50.00		50.00		50.00	3/5/2020	PAYROLL	50.00		50.00	
3/10/2020	RECEIVED		149		50.00	0.00	3/10/2020	RECEIVED		149		50.00
3/15/2020	PAYROLL	50.00		50.00		50.00	3/15/2020	PAYROLL	50.00		50.00	
3/20/2020	RECEIVED		150		50.00	0.00	3/20/2020	RECEIVED		150		50.00
3/25/2020	PAYROLL	50.00		50.00		50.00	3/25/2020	PAYROLL	50.00		50.00	
3/30/2020	RECEIVED		151		50.00	0.00	3/30/2020	RECEIVED		151		50.00
4/5/2020	PAYROLL	50.00		50.00		50.00	4/5/2020	PAYROLL	50.00		50.00	
4/10/2020	RECEIVED		152		50.00	0.00	4/10/2020	RECEIVED		152		50.00
4/15/2020	PAYROLL	50.00		50.00		50.00	4/15/2020	PAYROLL	50.00		50.00	
4/20/2020	RECEIVED		153		50.00	0.00	4/20/2020	RECEIVED		153		50.00
4/25/2020	PAYROLL	50.00		50.00		50.00	4/25/2020	PAYROLL	50.00		50.00	
4/30/2020	RECEIVED		154		50.00	0.00	4/30/2020	RECEIVED		154		50.00
5/5/2020	PAYROLL	50.00		50.00		50.00	5/5/2020	PAYROLL	50.00		50.00	
5/10/2020	RECEIVED		155		50.00	0.00	5/10/202					

This view displays the student's information and the total amount of any appointments/awards they have for the term selected. The number of appointments the student has will be listed at the far right. A More button at the beginning of a line allows you to create a new appointment for the student, or view that student's appointment history.

View by Appointment

[illegible]

This view displays the individual appointments. Click on an appointment number to open the actual appointment. Use the Actions button on the top right of the appointment view to Copy, Change or Delete the appointment if desired.

 Text at the bottom of the results provides a summary of the search just run. To refine the results, click **Search again** and you will return to the original search fields with the entries you made retained. Delete those if desired before searching again.

Exporting the Search Results

If you want to export the search results to a spreadsheet, see [Exporting Reports](#).

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